



Foreign Affairs Manual

3 FAH-1 — Personnel Operations Handbook

Change Transmittal: POH-154

Date: July 23, 2012

3 FAH-1 H-3430 HOME LEAVE

Changes

1. This Change Transmittal issues revisions throughout the subchapter. More than 50 percent of the text has been revised through sectional renumbering and procedural changes. The following new section has been added:
 - **3 FAH-1 H-3431.1, Computation of Continuous Service Abroad:** This section explains how to compute one's continuous service abroad;
 - **3 FAH-1 H-3431.2, Continuous Service:** Subsections explain the differences between delayed and not delayed continuous service, and broken and not broken continuous service;
 - **3 FAH-1 H-3433.4, Crediting, Transferring, or Recrediting Home Leave:** An employee is entitled to have his or her home leave account transferred or recredited when moving between agencies or when he or she is reemployed without a break in service of more than 90 days (5 CFR 630.607); and
 - **3 FAH-1 H-3433.5, Change in Home Leave Accrual:** When an employee uses home leave while on transfer travel between two overseas posts, the employee begins to accrue home leave after arrival at the next post abroad. Employees will continue to accrue home leave during home leave status when traveling on home leave/return orders. When on transfer travel to the United States, home leave accrual will cease when the employee departs post.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is brand new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in

the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

4. The office responsible for the material in this subchapter is the Bureau of Human Resources Office of Employee Relations Work Life Division (HR/ER/WLD). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAH-1 H-3430 (CTL:POH-153; 06-22-2012) and insert revised subchapter 3 FAH-1 H-3430 (CT:POH-154; 07-23-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:POH-154, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.